

8. Maintenance of Records	
45 CFR Part 400.28 (a)	8.1 Maintenance of Records The Virginia Refugee Resettlement Program maintains operational records necessary for federal monitoring of its refugee resettlement program.
45 CFR Part 400.28 (a) (1)	8.2 Documentation of Services The Virginia Newcomer Information System is a comprehensive automated case tracking system maintained by ONS. VNIS tracks client data for use in federal reporting. VNIS is the data source for Virginia's federal statistical reporting on the number of refugees served and the type and number of services provided.
	8.2.1 VNIS Management VNIS is managed directly by ONS staff. This allows accurate and quick response to needed system modifications, system user needs, and federal ORR directives.
	8.2.2 VNIS Security Refugee resettlement contract agencies' computers are connected to the Department of Social Services automated network through a Virtual Private Network (VPN) and share the VDSS security system.
CFR 400 Part 400.28 (a) (2)	8.3 Records on Unaccompanied Minors The contract agency collects and maintains the official records on the location, progress, and status of unaccompanied minor refugee children, including the last known address of parents. For ONS tracking purposes, ONS maintains both a Refugee Unaccompanied Minor database and a physical case file on each child.
CFR 400 Part 400.28 (a) (3)	8.4 Documentation of Medical Follow-up The Virginia Department of Health tracks refugee health screenings and needed medical follow-up services.
CFR 400 Part 400.28 (b)	8.5 Submittal of Statistical and Programmatic Information The Virginia Refugee Coordinator is responsible for submitting to ORR, in a timely manner, thorough and accurate reports on the number of refugees served and the associated costs.